

Connecticut Foundations of Reading Survey Administration Manual

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Contact Numbers for Assistance

Technical Support for Survey Delivery

Technical support for survey administrators ONLY is available by calling Internet Testing Systems at 1-800-514-8494. This number is available both during and after business hours.

Questions about Survey Administration

Support for questions related to survey administration is available by calling Evaluation Systems at 1-800-877-4599 between 8:30 a.m. and 5:00 p.m., Monday through Friday.

Questions about Survey Participation and Results Reporting

Support for questions about who needs to take the survey and how results are reported, email the Connecticut State Department of Education (CSDE) at reading.survey@ct.gov.

Introduction

Purpose of this Manual

This manual describes the procedures that a proctor should follow to administer the Connecticut Foundations of Reading Survey. You should thoroughly understand the instructions outlined in this manual before administering the survey. To ensure uniform procedures at all centers, **it is essential that you strictly follow the procedures in this manual.**

This manual is divided into six sections:

1. Introduction
2. Survey Preparation and Procedures
3. Survey Participant Check-In Process
4. Taking the Survey
5. Submitting the Survey and Ending the Session
6. Procedures Prior to and During Survey Administration

In addition, there is an appendix that provides additional information:

- Appendix A: Workstation and Network Requirements
- Appendix B: Quick Start Guide

Survey Preparation and Procedures

Site Setup

See Appendix A for workstation and network requirements.

System Checks

Printer

- ☐ Ensure that the printer to be used for printing results reports has sufficient white paper and sufficient toner.

Input Devices

- ☐ Check that the keyboard and mouse are working properly.
- ☐ Ensure that the keyboard and mouse are plugged in and have received appropriate maintenance (cleaning, etc.).
- ☐ Position the keyboard and mouse so that they will be comfortable for the survey participant to use.
- ☐ Be sure you know how to switch the button configuration of the mouse from "right-handed" to "left-handed" in case the survey participant asks to have it changed.

Screen

- ☐ Ensure that the computer screen is clean and free of smudges.
- ☐ Check to make sure the screen is functioning properly at the appropriate resolution (at least 1024 x 768).

See Appendix A for workstation and network requirements.

Survey Participant Check-In Process

The survey participant will visit <https://ctforsurvey.startpractice.com>. At this website, the participant will enter his or her authorization code and create an account.

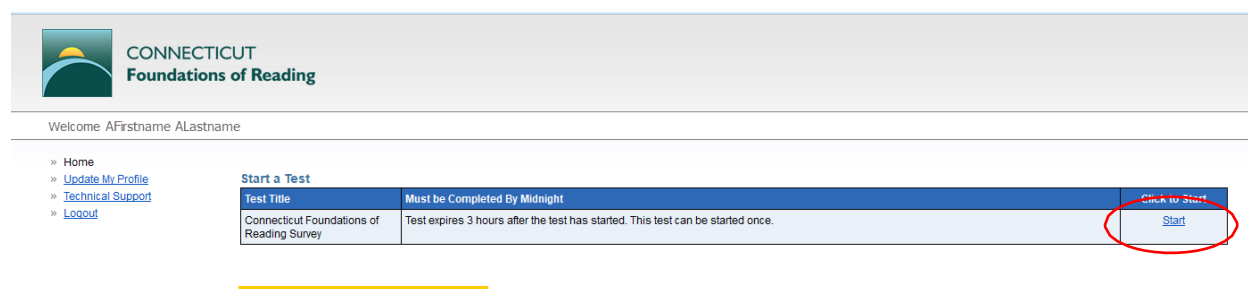
In order to set up an account, the participant must provide:

- first and last name
- email address
- password (created by the participant)
- state of residence

The participant will also be asked to accept the survey website terms and conditions of use. (These are separate from the survey nondisclosure agreement, which will be presented to the participant upon launching the survey.)

Launching the Survey

Once the participant has created his or her account and accepted the survey website terms and conditions of use, he or she will see the following screen. When the participant clicks "Start," the survey will launch.



CONNECTICUT
Foundations of Reading

Welcome AFirstname ALastname

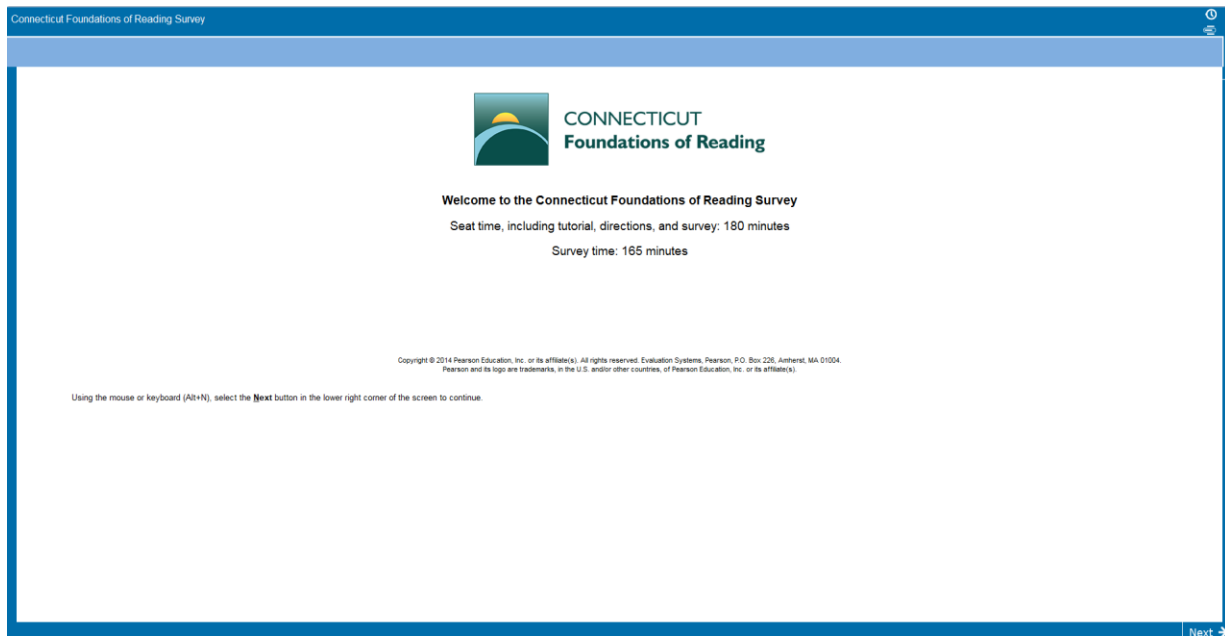
» Home
» [Update My Profile](#)
» [Technical Support](#)
» [Logout](#)

Start a Test

Test Title	Must be Completed By Midnight	Click to Start
Connecticut Foundations of Reading Survey	Test expires 3 hours after the test has started. This test can be started once.	Start

Taking the Survey

When the survey is launched from the "Start" link, the participant will see a welcome screen similar to the one shown below.



Nondisclosure Agreement

On the next screen, the participant will be presented with a Nondisclosure Agreement. The participant must select "Yes," indicating that he/she agrees to abide by the terms of the agreement. The participant will not be allowed to continue the survey if he/she does not agree. If the participant does not agree to the Nondisclosure Agreement, the survey will terminate and the participant will be dismissed.

The participant has 4 1/2 minutes in which to read and respond to the Nondisclosure Agreement. If he/she does not respond within this time, the survey session will terminate.

The screenshot shows a digital interface for the 'Connecticut Foundations of Reading Survey'. At the top, a blue header bar contains the survey title on the left and a clock icon with 'Time Remaining 04:18' on the right. Below the header is a light blue horizontal bar. The main content area is white and contains the following text:

***** WARNING: YOU HAVE 4 ½ MINUTES TO READ AND RESPOND TO THIS NONDISCLOSURE AGREEMENT. IF YOU HAVE NOT RESPONDED WITHIN 4 ½ MINUTES, YOUR SURVEY WILL BE TERMINATED. *****

NONDISCLOSURE AGREEMENT AND GENERAL TERMS OF USE FOR NCS PEARSON, INC.'S ("PEARSON") EVALUATION SYSTEMS FOUNDATIONS OF READING SURVEY

In consideration of being permitted to take the Foundations of Reading Survey, you agree that you will not disclose the content of the survey to anyone in any form. By confirming your acknowledgement below, you agree to keep the content of this survey confidential. You further understand and agree that by using the authorization code issued to you by your district, institution, or other agency to purchase this survey, your results for the Foundations of Reading Survey will be reported to the district, institution, or agency that issued the code to you, and/or to the Connecticut State Department of Education. You understand that if Pearson has reason to believe that you have violated this nondisclosure statement, it may, at its sole discretion, take appropriate actions.

By selecting "Yes" below, you acknowledge that you have read this nondisclosure statement and agree to abide by the terms stated herein.

Below this text are two radio button options:

- ☐ Y. Yes
- ☐ N. No

After accepting the terms of the Nondisclosure Agreement, the participant will view the Tutorial.

Tutorial

A tutorial is provided to allow participants to acclimate to the survey environment. The participant is given 10 minutes to progress through the nine tutorial screens.


Connecticut Foundations of Reading Survey


11/18/2016 11:11g 0950
1 of 10

Tutorial

You will have 10 minutes to complete this tutorial before beginning the survey. The tutorial consists of 6 screens of information. The tutorial explains and lets you try out the navigation buttons and functions you might use when taking the survey.

Select the **exit** button to continue.

 Help

Next 

Connecticut Foundations of Reading Survey

Flag for Review

TM: This is an example of a multiple-choice question with a single answer. You are allowed only one answer. Practice using the mouse to select your answer. If you select the letter A and then select letter C, your first answer is removed. The last selection you make is your recorded answer.

A microphone icon is overlaid on a 20% discount. The original price was \$450. What is the new discounted price?

A \$220

B \$180

C \$360

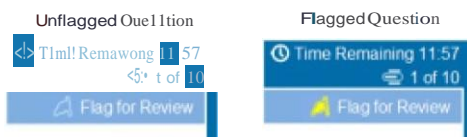
D \$390

Select the **Next** button to continue.

Help Previous Next

Flag for Review

This survey will allow you to flag questions as you may wish to return to later. To flag a question, click the button in the upper right corner labeled **Flag for Review**. Once selected, the message of the flag will be highlighted. Questions you flag for review will also be highlighted on the summary screen.



Questions must be done during the time available for taking your survey. You can question for review whether or not you have answered them.

To flag a question for review:

- use the mouse to move the pointer to the **Flag for Review** button, and then click the left mouse button.

If you wish to flag a question, select the **Flag for Review** button again and the highlighted flag message will disappear.

Select the **Next** button to continue.

Connecticut Foundations of Reading Survey

(!) Time Remaining 07:41

-64 6

Using the Survey Review Feature

The Survey Review feature allows you to view any question that has been flagged for review. You can also use the Survey Review screen to review the questions you flagged for review. To view the Survey Review screen, select the Survey Review button in the lower right corner of the screen.

The header of the Survey Review screen contains three columns. The first column is the Question Number. The second column is the Status column. The third column is the Answer column.

The second column is the Status column. Values here are either "Complete", "Incomplete", or "Unseen". "Complete" indicates that a selection has been made for a multiple-choice question, or at least one answer has been typed in the answer box for a written assessment. "Incomplete" indicates that a question has not been answered. "Unseen" indicates that a screen has not yet been viewed.

The third column is the Answer column. It displays the question that you flagged for review. If you set a flag for a question on a question screen, the question will appear in the Survey Review screen. In the example below, question 5 was flagged for review.

To see the question you flagged for review, click on the question number in the Survey Review screen. Select the Close button in the lower right corner or the box.

You can go to the Survey Review screen at any time during the survey.

Survey Review - click on a question to go to

Question #	Choice	Flagged for Review
Question 1	Complete	
Question 2		
Question 3		
Question 4		
Question 5	Incomplete	
Question 6		
Question 7		
Question 8		
Question 9	Unseen	
Question 10	Unseen	
Question 11	Unseen	
Question 12	Unseen	
Question 13	Unseen	

Help

Previous

Next

Connecticut Foundations of Reading Survey

Time Remaining 07:18
7 of 8

Ending the Survey

To end this survey and end your session, select **Next** on the last question. Once you exit the survey, you can no longer go back and review or change your responses to the survey.

After you select **Next** on the last question of the survey, you will be prompted to confirm you, do not want to exit the survey. If you wish to return to review your survey and change any of your answers, you may select **No** to go back to your survey. If you wish to end the survey, select **Yes** at this time.

End Survey

You have chosen to end the survey, but have 85 incomplete questions. If you think Yes, you will NOT be able to return to this survey.

Are you sure you want to end this survey?

Yes

No

Select the **Next** button to continue.

Help

Previous


Next


Connecticut Foundations of Reading Survey


(Time Remaining: 06:56)


This is a sample of your test.

Select the **Next** button to begin your survey.

 a

 Help

 Previous

 Next

The Survey

The survey session time begins when the participant views the Survey Directions screen shown below. The survey cannot be paused or stopped once the countdown clock has started. The countdown clock is located in the upper right-hand corner of the screen.

The survey session times are as follows:

- Tutorial and nondisclosure agreement: 15 minutes
- Survey directions and questions: 165 minutes

The screenshot shows a web interface for the 'Connecticut Foundations of Reading Survey'. At the top, a blue header bar contains the survey name on the left and a 'Time Remaining 02:44:51' clock on the right. Below the header is a light blue horizontal bar. The main content area is white and titled 'SURVEY DIRECTIONS'. It contains three paragraphs of instructions: 'This survey contains multiple-choice questions with four answer choices. Read each question and answer choice carefully and choose the ONE best answer.', 'Try to answer all questions. In general, if you have some knowledge about a question, it is better to try to answer it. You will NOT be penalized for guessing.', and 'Select the **Next** button to continue.' At the bottom of the screen is a dark blue footer bar with three buttons: 'Help' (with an exclamation mark icon), 'Survey Review' (with a gear icon), and 'Next' (with a right arrow icon).

Please refer to Procedures Prior to and During Survey Administration for more information on how to handle interruptions and time lost due to technical issues during the survey session.

Survey Review Feature

During the survey, the participant may click on "Survey Review" at the bottom of the screen, which will bring up the Survey Review feature, as shown below.



The Survey Review feature summarizes the questions in the survey that are "Complete" (answered), "Incomplete" (not answered), or "Unseen." The Survey Review feature allows the survey participant to select an item to go back to.

Survey Review - click on a question to go to it

Question #	Status	Flagged for Review
Multiple Choice		
Question 1	Incomplete	
Question 2	Unseen	
Question 3	Unseen	
Question 4	Unseen	
Question 5	Unseen	
Question 6	Unseen	
Question 7	Unseen	
Question 8	Unseen	
Question 9	Unseen	
Question 10	Unseen	
Question 11	Unseen	
Question 12	Unseen	
Question 13	Unseen	
Question 14	Unseen	
Question 15	Unseen	
Question 16	Unseen	

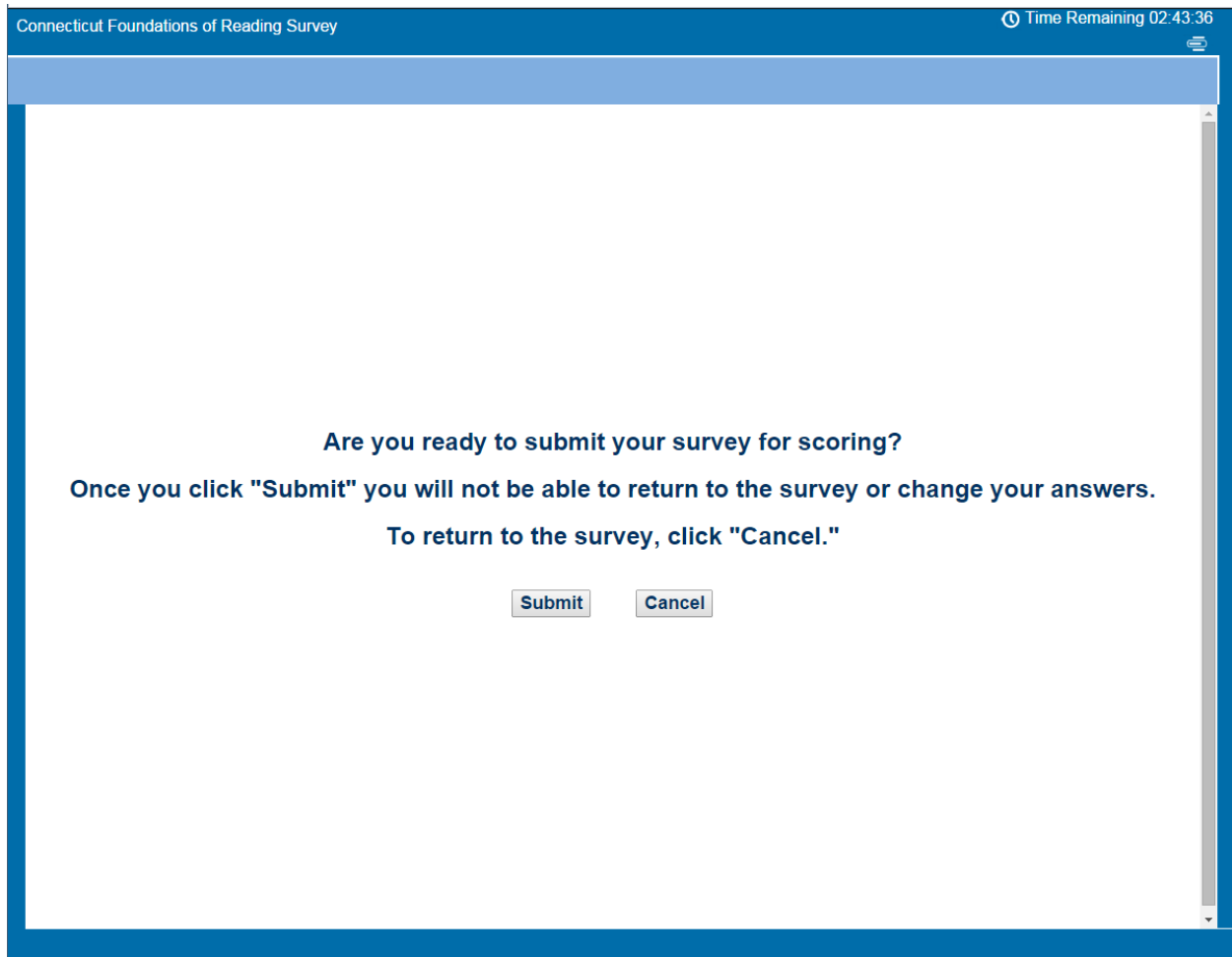
85 Questions, 0 Complete, 85 Incomplete, 84 Unseen

Close

Submitting the Survey and Ending the Session

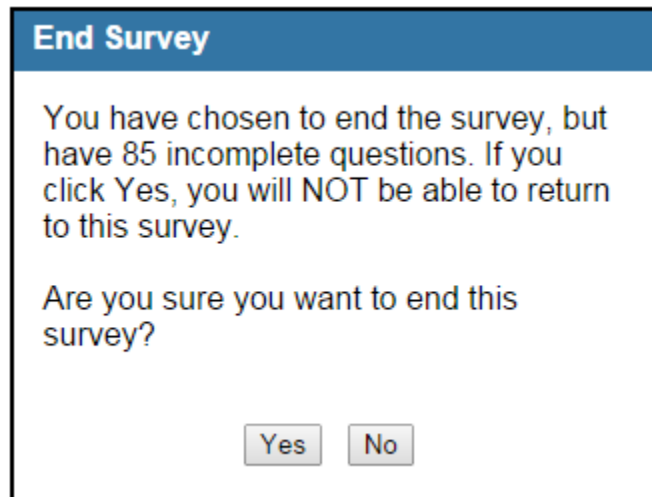
Submitting the Survey

When the participant reaches the end of the survey, a screen will appear asking if he/she would like to submit responses.

A screenshot of a web browser displaying the end of a survey. The browser's address bar shows "Connecticut Foundations of Reading Survey" and a timer in the top right corner indicates "Time Remaining 02:43:36". The main content area has a light blue header bar. Below it, the text reads: "Are you ready to submit your survey for scoring?" followed by "Once you click 'Submit' you will not be able to return to the survey or change your answers." and "To return to the survey, click 'Cancel.'" At the bottom, there are two buttons: "Submit" and "Cancel".

If the participant clicks "Cancel," he/she will return to the last item of the survey.

If he/she clicks "Submit," a pop-up message will appear, summarizing how many survey items have been completed and asking if the participant would still like to submit the answers for scoring.

A pop-up message box with a blue header bar containing the text "End Survey". The main text area is white and contains the following text: "You have chosen to end the survey, but have 85 incomplete questions. If you click Yes, you will NOT be able to return to this survey." followed by "Are you sure you want to end this survey?". At the bottom, there are two buttons: "Yes" and "No".

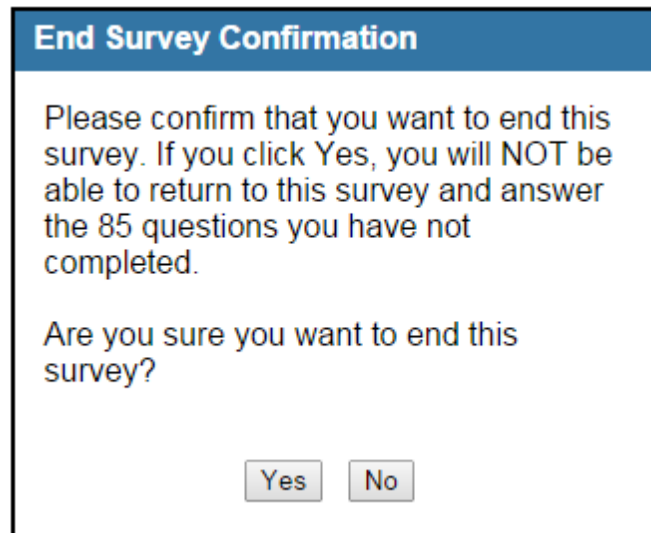
End Survey

You have chosen to end the survey, but have 85 incomplete questions. If you click Yes, you will NOT be able to return to this survey.

Are you sure you want to end this survey?

Yes No

After the participant clicks "Yes" on the first pop-up message, he/she will see a second pop-up message asking him/her to confirm the survey submission.

A pop-up message box with a blue header bar containing the text "End Survey Confirmation". The main text area is white and contains the following text: "Please confirm that you want to end this survey. If you click Yes, you will NOT be able to return to this survey and answer the 85 questions you have not completed." followed by "Are you sure you want to end this survey?". At the bottom, there are two buttons: "Yes" and "No".

End Survey Confirmation

Please confirm that you want to end this survey. If you click Yes, you will NOT be able to return to this survey and answer the 85 questions you have not completed.

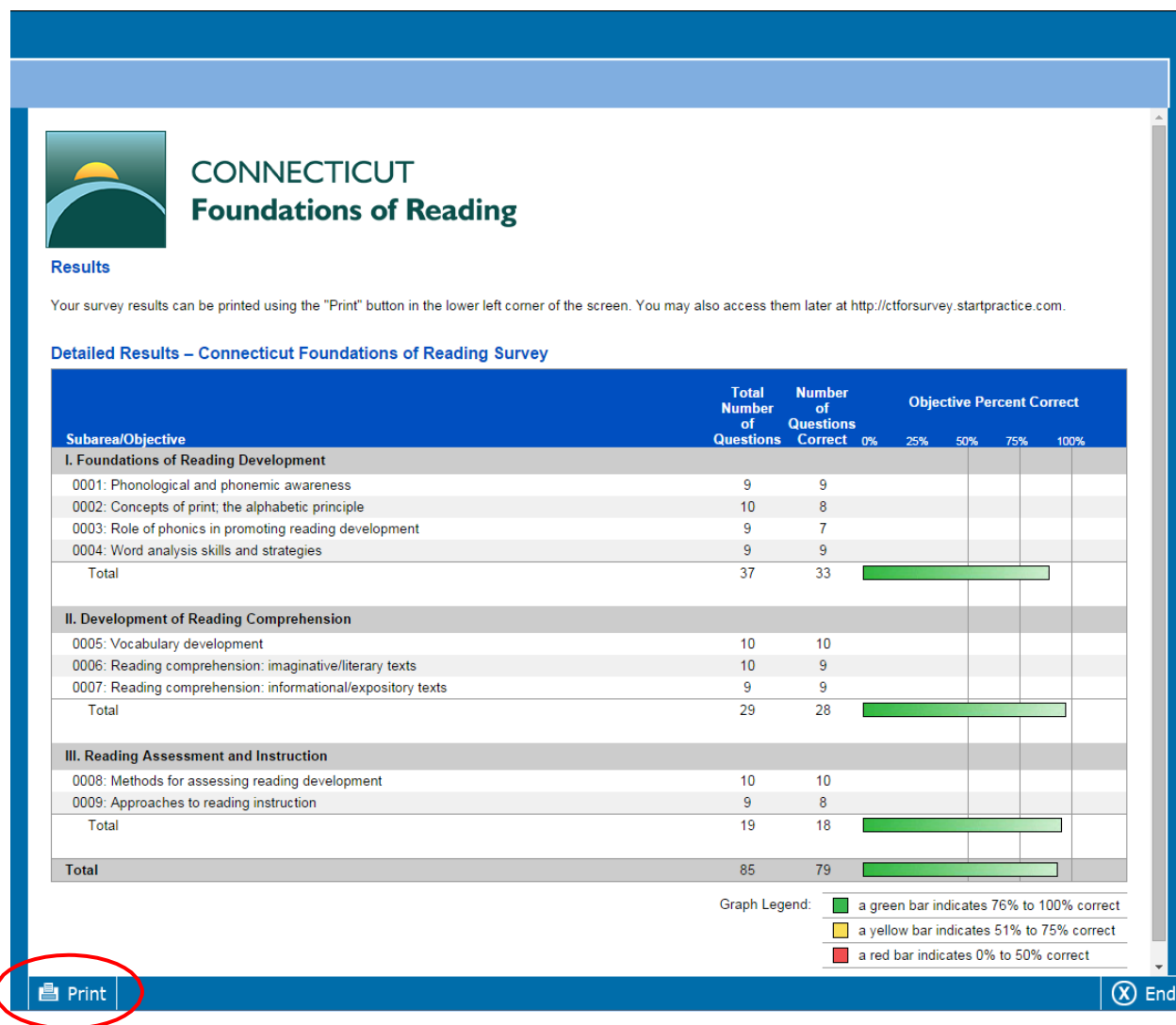
Are you sure you want to end this survey?

Yes No

Once the submission is confirmed, the participant will see a results report, which can be printed as detailed in the section of this manual titled "Results Reports."

Results Reports

A results report will be available once the survey is completed.



The survey participant can print the results at any time by logging in to <https://ctforsurvey.startpractice.com> and clicking on "View Report."

CONNECTICUT Foundations of Reading

Welcome Daratest Testerfivehundredfive

» Home
» [Update My Profile](#)
» [Technical Support](#)
» [Logout](#)

Completed		
Test Title	Completed On	
Connecticut Foundations of Reading Survey	Monday, August 18, 2014	Click to View View Report

Ending the Session

The survey session is over when the participant has finished and submitted the survey. Survey results may be printed upon completion or at a later date.

After the survey is completed, the proctor should do the following:

1. Check the computer workstation and verify that the survey has been submitted.
2. Dismiss the participant from the center.

Procedures Prior to and During Survey Administration

Process for Handling Interruptions or Emergencies During the Survey Session

Interrupted Session, Examinee Has Remained in the Test Center

The survey is automatically saved every 30 seconds. A session may occasionally be interrupted by an event such as a power surge or power outage.

If the occurrence that caused the interruption is resolved within a few minutes and the examinee has not left the authorized test area, the test center proctor will:

1. Open the Internet browser
2. Ask the survey participant to log in to <https://ctforsurvey.startpractice.com> and click "Resume."

The survey will resume at the point where the interruption occurred.

The clock in the upper right corner of the screen will resume counting down the remaining session time.

Interrupted Session, Participant Has Left the Center

If an interruption of longer duration occurs and the survey participant cannot continue the session and leaves the center, the participant's responses to that point will not be submitted, and they will expire after three hours. The survey participant would not be able to retake the survey with the same authorization code and username/password. If the participant wished to retake the survey, he/she would need to obtain a new authorization code.

Disruptions of the Survey Administration Environment

Occasionally an occurrence (such as loud, continuous noise) may disrupt the environment in such a way as to impact participant performance. If the disruption is resolved, the session may resume and session time may be adjusted for time lost during the disruption.

The proctor should contact technical support and provide participant information in order to have the remaining session time adjusted.

Before technical support can adjust the time, the participant must close the survey by clicking simultaneously on Ctrl + Shift + Alt +F10. The examinee will then log in and relaunch his/her survey. The clock will reflect the time that was added.

Participant Illness During the Session

If a survey participant becomes ill and cannot continue taking the survey, the proctor will:

1. Complete the survey by clicking on "Navigator," scrolling to the last question and clicking on it, clicking "Next," and then clicking "Submit."
2. Inform the participant that he or she should contact their District Liaison for further steps to take.

Appendix A:

Workstation and Network Requirements

Workstation System Requirements

In order for your center to administer an Internet-based survey, the following requirements must be met or exceeded:

1. Current model PC running Windows XP with Service Pack 3 or higher, minimum IE 7.0

OR

Current model Mac running Mac OS 10.5 or higher, minimum Safari 5.0

2. All current security patches applied
3. Network printer (not connected to individual computer)
4. High-speed Internet connection (not dial-up)
5. Monitor (17" or greater recommended) with a screen resolution of at least 1024 x 768
6. Mouse and keyboard

Network Settings

Ensure that your system is configured with these settings (you should check these settings for any proxy, firewall, content filter, or other security device that might be set up on your local network):

1. The following ports are opened:
 - Http (80)
 - Https (443)
2. The following domains have been approved and given unrestricted access:

<http://starttest.com>

<https://starttest.com>

<http://starttest2.com>

<https://starttest2.com>

NOTE: The domains can also be added as:

- <http://starttest.com>
- <http://starttest2.com>
- *.starttest.com*
- *.starttest2.com*

Appendix B: Quick Start Guide

To start your survey, go to: <https://ctforsurvey.startpractice.com>

1. **Enter the authorization code** provided to you by your district. Once you have entered your authorization code, you will be prompted to create an account (see below).
2. **To create an account**, enter:
 - Your first and last name
 - Your email address
 - Your password (which you will create)
 - Your state of residence (typically CT)
3. **Subsequent logins:** Should you experience connectivity problems and are logged out for any reason, you can return to this login page to re-enter the survey or retrieve your results.
 - Follow instructions associated with the **Registered Users Login**, using your account information.
 - Enter your email address.
 - Enter your password.
 - **Do not use your authorization code** to try to re-enter the survey. If you use your authorization code to re-enter you will see an error message.

The screenshot shows the login interface for the Connecticut Foundations of Reading Survey. At the top left is the logo with the text "CONNECTICUT Foundations of Reading". Below it is a blue header bar with the text "Connecticut Foundations of Reading Survey". The main content area has a light blue background. On the left, there is explanatory text about the login space and a "Step 1" instruction. On the right, there are two login sections: "Registered Users Login" with fields for Email Address and Password, and "I have an Authorization Code:" with an Authorization Code field. Green arrows point from the explanatory text to the respective input fields.

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Connecticut Foundations of Reading Survey

This Login space is ONLY used when a profile has been established. This space is used under the following conditions:
-you have created a profile and:
-you need to return to a survey that is in progress
-you'd like to view your score report

Step 1: First time users will enter their authorization code here to create a profile and then to access the survey.

Registered Users Login

Email Address:

Password:

[Forgot Password](#)

I understand that by using the authorization code issued to me by the Connecticut State Department of Education, a participating school district, or other agency, my survey results will be reported to the Connecticut State Department of Education.

I have an Authorization Code:

Authorization Code: